

DEPARTMENT OF AUDITOR/CONTROLLER
ACCOUNTANT II
\$3,253.63 - \$3,954.77
OR
ACCOUNTANT III
\$3,597.05 - \$4,372.24

Applications will be accepted until 4:00 p.m., February 16, 2010

Accountant II

DEFINITION:

Under general direction, to perform a variety of complex accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of County fiscal records and financial transactions, to maintain the General Ledger; to provide direction and coordination for fiscal support and payroll staff; and to do related work as required.

QUALIFICATIONS:

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
Laws, rules, regulations and policies affecting the financial operations and transactions of the County.
Government cost accounting and budgeting.
Auditing theory, principles, and techniques and their application to government finance.
Principles of account classifications.
Budget development and control.
The County's computerized financial management, payroll and property tax systems and computerized spreadsheet, database and work processing software.
Principles of work direction, work coordination and training.

Ability to:

Perform a variety of complex accounting and financial transaction work.
Provide basic coordination for the County's Computerized financial management, payroll and property tax systems.
Proficiently use a variety of computerized spreadsheet, word processing, and data base software.
Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.
Provide lead direction, work coordination and training for other staff.
Monitor and update fiscal records.
Prepare a variety of financial reports and statements.
Gather, organize, analyze and present a variety of information.
Make mathematical calculations quickly and accurately.
Use a computerized financial management system.
Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of increasingly responsible fiscal management experience comparable to that of an Accountant I with Trinity County.

Education equivalent to successful completion of courses required for a major in accounting at an Accredited four (4) year college or university, or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law. (An additional two years of technical/professional accounting/auditing experience may be substituted for the required education).

Accountant III

DEFINITION:

Under general direction, to provide supervisions, direction, coordination, and training for professional fiscal, payroll and fiscal support staff; to perform a variety of the most complex accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of County fiscal records and financial transactions; and to do related work as required.

QUALIFICATIONS:

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.

Laws, rules, regulations, and policies affecting the financial operations and transactions of the County.

Government cost accounting and budgeting.

Auditing theory, principles, and techniques and their application to government finance.

Principles of account classification.

Budget development and control.

The County's computerized financial management, payroll, and property tax systems and computerized spreadsheet, data base, and work processing software.

Principles of supervisions, training, and employee evaluation.

Ability to:

Provide supervisions, training, and work evaluations for assigned staff.

Assign and review the work of other staff.

Perform a variety of the most complex accounting and financial transaction work.

Provide coordination for the County's computerized financial management, payroll, and property tax systems.

Proficiently use a variety of computerized spreadsheet, word processing, and data base software.

Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.

Monitor and update fiscal records.

Prepare a variety of financial reports and statements.

Gather, organize, analyze, and present a variety of information.

Make mathematical calculations quickly and accurately.

Use a computerized financial management system.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of increasingly responsible fiscal management experience comparable to that of an Accountant II with Trinity County.

Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university, or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law. (An additional two years of technical/professional accounting/auditing experience may be substituted for the required education).

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.